

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 36-2871**

**10 JUNE 2016**



**Personnel**

**AIR FORCE INTERNATIONAL  
AFFAIRS EXCELLENCE AWARD**

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(Mr. Daniel R. Sitterly, SES)

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This Air Force Instruction (AFI) implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations Programs*. It directs the presentation of this annual award, recognizing outstanding and innovative contributions that had the greatest impact in International Affairs by Air Force military or civilian employees in various categories. It explains eligibility requirements, the selection process, and the Secretary of the Air Force's award presentation. This instruction applies to all Regular Air Force (AF), Air Force Reserve (AFR), Air National Guard (ANG) members, and civilian employees paid through appropriated funds. In collaboration with the Chief of Air Force Reserve (HQ USAF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel and Services (HQ USAF/A1) develops personnel policy for Air Force Awards Decorations, and Special Recognition Programs. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Disposition Schedule (RDS) in the Air Force Records Information Management System (AFRIMS). This Instruction requires collecting and maintaining information protected by the Privacy Act of 1974, System of Records Notices (SORN) F036 AFPC V, Awards and Decorations, apply and is available at: <http://dpclo.defense.gov/Privacy/SORNs.aspx>. Send recommendations for changes or comments to the Deputy Under Secretary of the Air Force, International Affairs (SAF/IA), 1080 Air Force Pentagon, Washington, DC 22330-1080, through appropriate channels, using AF Form 847, *Recommendation for Change of Publication*.

## ***SUMMARY OF CHANGES***

This revision corrects OPR from IAPA to IAPR and corrects the email address for submission. It changes the award recipient from one Airmen per year to creating four award categories. Also, it changes the award suspense date and the convening date of the selection board. It clarifies the directions to the Form 1206 to include three headings: Leadership and Job Performance in Primary Duty, Significant Self Improvement, and Base or Community Involvement.

## **AIR FORCE INTERNATIONAL AFFAIRS EXCELLENCE AWARD**

### **1. Purpose.**

1.1. This award annually recognizes individual airmen for outstanding and innovative contributions that had the greatest impact in International Affairs and were most effective in building, sustaining, expanding, and guiding international relationships. These are critical enablers for United States Air Force expeditionary air and space forces conducting global operations.

1.2. The contributions include, but are not limited to, activities that demonstrate excellence in Political-Military Assessment, Security Assistance and Cooperation, Comparative Weapons Analysis, International Professional Development, Interagency Liaison, Foreign Disclosure and Technology Transfer, Senior Leader Foreign Travel and Visit Preparation. They also include activities that build interoperable coalition capabilities through initiatives such as Basing, Over-flight, Access, Exercises, Training, Foreign Military Sales, Information Sharing, Disclosure, and Personnel Exchanges.

### **2. Award Criteria.**

2.1. Determination of the award is based on contributions above and beyond the individual's primary duties and responsibilities. Examples include an achievement, particularly high quality of work, a creative idea or innovation, etc., expressed in some action/activity that clearly shows an exceptional impact upon International Affairs.

2.2. The contribution(s) may have resulted in major products and/or identifiable outcomes that demonstrate excellence in building, sustaining, expanding, and guiding international relationships, including, but not limited to: improving coalition warfighting capabilities and partner air force interoperability; enhancing an international partner's ability to secure their own borders, respond to humanitarian crisis/natural disasters, and participate in collective security and coalition operations.

2.3. The overarching principle in the review process is leadership. The Selection Board will look for evidence of leadership traits, such as initiative, judgment, decisiveness, persistence, etc., that were instrumental in their achievements.

### **3. Award Categories and Eligibility.**

3.1. Regular AF, AFR, ANG members, and civilian employees paid through appropriated funds are eligible for this award. Nominees may work in any AF, Office of the Secretary of Defense, Combatant Command, and Interagency organization at any level of command. This award is an incentive meant to inspire, motivate, and recognize Airmen below the rank of flag officer and Senior Executive Service.

3.2. The following criteria apply to the award:

3.2.1. Those nominated should be continuing their federal civilian or military service with the government and should not have an approved separation or retirement date. Contract personnel are not eligible for this award.

3.2.2. Individual awards program submissions: individuals promoted on or before 1 July will be submitted in the category of their new rank.

3.3. Each SAF/Headquarter Air Force (HAF) 2-letter, Major Command (MAJCOM), Field Operating Agency (FOA), or Direct Reporting Unit (DRU) may submit one individual in each of the following categories:

3.3.1. Officer (Second Lieutenant through Colonel).

3.3.2. Enlisted (Amn through CMSgt).

3.3.3. Senior Civilian (GS-13 thru GS-15)

3.3.4. Junior Civilian (up to GS-12)

**4. Award Period of Service.**

4.1. The award program is on a calendar year basis, 1 January-31 December.

**5. Nomination Due Date, Process, and Authorities.**

5.1. An AF-wide nomination call is issued via Air Force Personnel Center (AFPC) in time for nomination packages to be received by SAF/IA no later than 15 April of each year. All nominations are submitted on the latest version of AF Form IMT 1206, *Nomination for Award*, IAW AFPD 36-28, *Awards and Decorations Program*. Nominations are one page (front side only), single-spaced, 12 pitch, Times New Roman font, and in accordance with award criteria, eligibility, and award period of service during the applicable calendar year only. Nominations are submitted in bullet format with three headers and not more than 40 lines of text. (The three headers do not count as lines of text.) The first header reads "LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY." The majority of the 40 bullets should be listed under this heading. The second header reads, "SIGNIFICANT SELF-IMPROVEMENT." Up to four lines of text should be used here to describe the nominee's efforts at self-improvement during the award period. The third header reads "BASE OR COMMUNITY INVOLVEMENT." Up to four lines of text should be used under this header to describe the base or community involvement during the award period. A cover page, endorsement letter signed by the HAF two-letter official, MAJCOM/FOA/DRU Commander, Vice Commander, or Executive Director, and a citation in accordance with AFI 36-2805, *Special Trophies and Awards*, accompanies each nomination. The cover page includes: nominee name, rank/grade, unit/office symbol, AF Specialty Code/Occupational Series, position title, description of duties and responsibilities, and phone number of the endorser's administrative point of contact. Send nomination packages via e-mail to USAF Pentagon SAF-IA Mailbox SAF-IAPR HR-Manpower ([usaf.pentagon.saf-ia.mbx.saf-iagr-hr-manpower@mail.mil](mailto:usaf.pentagon.saf-ia.mbx.saf-iagr-hr-manpower@mail.mil)).

5.2. HAF 2-letter officials (or their designated authorities) are the nominating officials for AF personnel assigned to those organizations. Each organization may nominate one individual per category.

5.3. MAJCOM commanders (or their designated authorities) are the nominating officials for AF personnel assigned or attached to the Command. Each command may nominate one individual per category.

5.4. Commanders of AF and command-level DRUs and FOAs are the nominating officials for AF personnel assigned or attached to those organizations. Each organization may nominate one individual per category.

5.5. Commanders of independent centers or units administratively aligned under a MAJCOM or Numbered Air Force but perform specialized AF or Command-level tasked activities that extend beyond the scope of the command's subordinate units may skip command competitive echelons. Each organization may nominate one individual per category.

## **6. Public Release Statement.**

6.1. Each nominee signs a public release statement that reads verbatim: "I do or do not (circle one) agree to the use of Privacy Act information in the nomination narrative. This information may include privacy information or personally identifiable information (PII) found in AFI 33-332, *Air Force Privacy and Civil Liberties Program*, [Chapter 6](#), Disclosing Records to Third Parties. I understand those transmitting personal information via e-mail will exercise caution and adequately safeguard it. The announcement message or any publicity regarding the award nomination will contain no privacy information other than name, rank, and base of assignment." The nominee must sign and date this statement.

## **7. Endorsement Letter and Records Check.**

7.1. An endorsement letter signed by the HAF 2-letter official, MAJCOM/FOA/DRU Commander, Vice Commander, Executive Director, or designee should be submitted. The letter should also include the phrase "A records check was conducted on (date) and revealed no information that would bring discredit to the award or the U.S. Air Force." This may be delegated to the A1 director by the MAJCOM/FOA/DRU commander. This may be a scanned or PDF document.

## **8. Selection Panel and Process.**

8.1. SAF/IA manages this award program.

8.2. The Deputy Under Secretary, International Affairs or Assistant Deputy Under Secretary, International Affairs, chairs the selection panel. Panel membership is comprised of five voting members, including the chair. USAF military members and federal civilian employees assigned to units at any level of command with working experience with International Affairs programs and operations may serve as panel members. Panel members shall be senior in rank to the nominees competing for the award. SAF/IAPR provides the panel administrator and determine panel membership based on the above criteria. The panel convenes no later than 60 calendar days prior to the presentation ceremony date.

8.3. Panel members work independently as they evaluate nomination packages. Panel members focus on the contributions above and beyond the nominee's primary duties and responsibilities, and annotate the nature and scope of achievements that demonstrate excellence in building, sustaining, expanding, and guiding international relationships. During the selection panel or meeting, members justify their top three nominees and then

vote by ballot for their top nominee. The panel administrator tallies the votes to determine the award recipient.

8.4. The panel chair certifies the panel members' scores and the outcome of the competition. He or she is also the decision-maker for ties and splits. The panel administrator assists the panel chair with adjudicating the need for any rescoring actions in the event of major split decisions between panel members. Rescoring may take place only if it changes the outcome of the competition and the decision for panel members to rescore nominees rests with the panel chair.

## **9. Award Announcement and Description.**

9.1. SAF/IA announces the award recipient by AFPC message. The award consists of the following components: a SAF/IA Excellence Award trophy and a citation signed by the Secretary of the Air Force. Recipients of this award are authorized to wear the Air Force Recognition Ribbon in accordance with AFI 36-2805. An award plaque engraved with the recipient's name and award year is displayed at the Office of the Deputy Under Secretary of the Air Force, International Affairs (SAF/IA), 1080 Air Force Pentagon, Washington, DC 20330-1080.

## **10. Presentation of Award.**

10.1. The Secretary of the Air Force presents the award.

10.2. The nominating unit commander may authorize the award winner to attend the award ceremony at government expense. An award recipient's spouse or another family member may be authorized to accompany the award winner to the AF award ceremony. The nominating unit is responsible for per diem and other travel and transportation costs associated with attendance by the award winner and spouse or family member. Only transportation costs for the award recipient and spouse or family member to travel to and from the award ceremony is authorized at government expense. Guidance contained in AFI 24-101, *Passenger Movement*, and the Joint Federal Travel Regulations/Joint Travel Regulations (JFTR/JTR), Appendix E, for Invitational Travel Authorization for spouses applies. Policy for attending award ceremonies does not extend to the award winner's supervisors, managers, commanders, or any other members of the award winner's unit. Exceptions to this rule may apply only if a requirement exists for members, other than those authorized above, to participate in the event in an official capacity. Attendance in a supporting role does not constitute official participation.

## **11. Information Collection and Records.**

11.1. Information Collections. No information collections are created by this publication.

GABRIEL O. CAMARILLO  
Assistant Secretary of the Air Force  
(Manpower and Reserve Affairs)

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 36-28, *Awards and Decorations Programs*, 26 April 2016

AFI 24-101, *Passenger Movement*, 19 Oct 2012, Incorporating Change 1, 4 December 2014

AFI 33-360, *Publications and Forms Management*, 1 December 2015

AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 12 Jan 2015

AFI 36-2803, *The Air Force Awards and Decorations Program*, 25 June 2015

AFI 36-2805, *Special Trophies and Awards*, 14 Mar 2013

AFMAN 33-363, *Management of Records*, 1 March 2008, Incorporating Change 1, 28 January 2015, Certified Current 9 April 2015

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

AF RDS, <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

AF Form 1206, *Nomination for Award*

***Abbreviations and Acronyms***

**AF**—Air Force

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**ANG**—Air National Guard

**AFPD**—Air Force Policy Directive

**AFRIMS**—Air Force Records Information Management System

**DRU**—Direct Reporting Unit

**FOA**—Field Operating Agency

**HAF**—Headquarters Air Force

**HQ**—Headquarters

**IAPR**—SAF/IA Programming and Resources Division

**IAW**—In accordance with

**JFTR**—Joint Federal Travel Regulation

**JTR**—Joint Travel Regulation

**MAJCOM**—Major Command

**RDS**—Records Disposition Schedule

**SAF**—Secretary of the Air Force

**SAF/IA**—Deputy Under Secretary of the Air Force, International Affairs

**USAF**—United States Air Force

## Attachment 2

### SUBMISSION INSTRUCTIONS

**Figure A2.1. 6-Step Submission Instructions.**

#### *6-Step Submission Process*

To apply for the IA Excellence Award, nomination packages includes the following:

##### **Step 1**

Cover page (limited to 1 page) written on unit letterhead that includes:

- Nominee name.
- Rank or grade.
- AFSC or Occupational Series.
- Unit, office symbol, and location.
- Position title.
- A description of current duties and responsibilities.
- Telephone number (commercial and DSN) and e-mail address of the endorser's administrative point of contact.

##### **Step 2**

AF Form IMT 1206, *Nomination for Award, IAW AFPD 36-28, Awards and Decorations Program* adhering to the following:

- Limited to one page (front side only), single-spaced.
- 12 pitch, Times New Roman font.
- Use specific achievements from January to December only.
- Use point paper or talking paper format (bulleted, short statements or key points).
- Use no more than 34 bullets under the heading Leadership and Job Performance in Primary Duty.
- No more than 4 bullets in Significant Self Improvement.
- No more than 4 bullets in Base or Community Involvement.

NOTE: Description of outstanding achievements should be based on specific facts and examples that clearly demonstrate that achievements were exceptional.

##### **Step 3**

The Public Release Statement.

##### **Step 4**

An endorsement letter signed by HAF two-letter, MAJCOM/FOA/DRU Commander, Vice Commander, Executive Director, or Designee including a statement regarding a records check.

##### **Step 5**

A citation in accordance with AFI 36-2805, *Special Trophies and Awards*.

##### **Step 6**

Each HAF two-letter, MAJCOM, FOA, and DRU may submit only one nomination. Send completed nomination packages, including cover page, AF Form 1206, public release statement, signed endorsement letter, and citation via email to USAF Pentagon SAF-IA Mailbox SAF-IAPR HR-Manpower ([usaf.pentagon.saf-ia.mbx.saf-iagr-hr-manpower@mail.mil](mailto:usaf.pentagon.saf-ia.mbx.saf-iagr-hr-manpower@mail.mil)).




## Attachment 3

## PUBLIC RELEASE STATEMENT

Figure A3.1. Sample Public Release Statement.

Sample Public Release Statement  
(Submitted on Your Official Letterhead)  
**DEPARTMENT OF THE AIR FORCE**  
WASHINGTON, DC



OFFICE OF THE UNDER SECRETARY

4 May 2016

MEMORANDUM FOR: HQAFPC/DPSIDR

FROM: *(Nominee Name)*

PUBLIC RELEASE STATEMENT

I, \_\_\_\_\_ DO OR DO NOT (CIRCLE ONE) AGREE TO THE USE OF PRIVACY ACT INFORMATION IN THE NOMINATION. THIS INFORMATION MAY INCLUDE PRIVACY ACT INFORMATION OR PERSONALLY IDENTIFYING INFORMATION (PII) FOUND IN AFI 33-332, AIR FORCE PRIVACY AND CIVIL LIBERTIES PROGRAM, CHAPTER 6, DISCLOSING RECORDS TO THIRD PARTIES. I UNDERSTAND THOSE TRANSMITTING PERSONAL INFORMATION WILL EXERCISE CAUTION AND ADEQUATELY SAFEGUARD IT IAW AFI 33-332. THE ANNOUNCEMENT MESSAGE OR ANY PUBLICITY REGARDING THE AWARD NOMINATION WILL CONTAIN NO PRIVACY ACT INFORMATION OTHER THAN UNIT, AND BASE OF ASSIGNMENT. COORDINATION WITH THE LOCAL PUBLIC AFFAIRS OFFICE MUST BE COMPLETED PRIOR TO RELEASE TO ANY NEWS MEDIA (I.E., BASE PAPER, LOCAL PAPER, ETC.).

\_\_\_\_\_  
NOMINEE'S SIGNATURE

\_\_\_\_\_  
DATE


## Attachment 4

## SUBMISSION COVER PAGE

Figure A4.1. Cover Page Template.

Sample Cover Page  
(Submitted on Your Official Letterhead)

**DEPARTMENT OF THE AIR FORCE**  
WASHINGTON, DC



OFFICE OF THE UNDER SECRETARY

Date

FROM: *Enter Organization*  
*Enter Organization Address Line 1*  
*Enter Organization Line 2*

TO: SAF/IAPR  
1080 Air Force Pentagon  
Washington, DC 20330-1080

SUBJECT: *Enter Year of the Award, Category of the Award* USAF IA Excellence Award  
Nominee

I nominate, *Enter Applicant Name*, as the *Enter Organization & Category of Award*  
nominee for the *Enter Year of the Award* USAF IA Excellence Award.

*Enter Applicant Rank/Grade*

*Enter Applicant AFSC or Occupational Series*

*Enter Applicant Position Title*

Write a brief description of applicant's position duties and responsibilities.

My point of contact is *Enter Endorser's Administrative POC Name* at *Enter Commercial*  
and DSN Phone Numbers, email: *Enter Email Address*.

*ENTER ORGANIZATION COMMANDER*  
*Enter Signature Block Line 2*  
*Enter Signature Block Line 3*

## Attachment 5

## SUBMISSION ENDORSEMENT LETTER

Figure A5.1. Endorsement Letter Template.

Sample Endorsement Letter  
(Submitted on Your Official Letterhead)

**DEPARTMENT OF THE AIR FORCE**  
WASHINGTON, DC



OFFICE OF THE UNDER SECRETARY

*Date*

MEMORANDUM FOR DEPUTY UNDER SECRETARY OF THE AIR FORCE  
INTERNATIONAL AFFAIRS

FROM: *Enter Organization*  
*Enter Organization Address Line 1*  
*Enter Organization Line 2*

SUBJECT: Endorsement Letter for *Enter Applicant Name*

I endorse, *Enter Applicant Name*, as the *Enter HAF two-letter, MAJCOM, FOA, or DRU* nominee for the *Enter Year/Level of the Award* of USAF IA Excellence Award.

A records check was conducted on (*date*) and revealed no information that would bring discredit to the award or the U.S. Air Force.

*ENTER SIGNATURE BLOCK HERE FOR (HAF  
TWO-LETTER, MAJCOM/FOA/DRU  
COMMANDER, VICE COMMANDER, OR  
EXECUTIVE DIRECTOR)*  
*Enter Signature Block Line 2*  
*Enter Signature Block Line 3*